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22 March 1965
SG-65/191

MEMORANDUM FOR: Records Administration, DD/S

SUBJECT : Elimination of Inactive Records

REFERENCE : HN ☐ 24 February 1965

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1. The CS has been complying with the intent and spirit of the President's directive for the past 3-4 years. Notable progress has been made, through the medium of the annual records inventory, in reducing records collections in most field stations and headquarters components, and in holding the line with others. ✓ DDP has retired 3,352 feet to the Records Center since March 1962. A few components have shown an increase for good reason. There has been a net reduction, however, CS-wide over the past two years, and we will continue to press vigorously for the elimination ✓ of surplus paper and file equipment.

2. The DDP Records Control Schedule, No. 15-64, published August 1964 was designed to reflect minimum realistic retention periods.



DDP Records Management Officer

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cc: RID/RMO

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